

## **Missouri Department of Transportation**

**Code: R04049**

**Title: Accounting Services Supervisor**

**Exemption Status: Exempt**

**Grade: 15**

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### **Job Description**

<b>Effective Date</b>	09-01-2006
<b>Replaces (Effective Date)</b>	08-01-2004
<b>General Summary</b>	The accounting services supervisor oversees the financial accounting operations related to motor carrier registration/licensure, fuel taxes, and permits. Responsibilities are performed under general supervision.
<b>Minimum/Required Qualifications</b>	Bachelor's Degree: Accounting, Finance, Business, Public Administration, or related field  Four years of experience in budget, accounting and/or business administration positions.
<b>Supervisory Responsibilities</b>	Full Supervision
<b>Location</b>	Central Office - Motor Carrier Services
<b>Special Working Conditions/Job Characteristics</b>	None

### **Examples of Work**

- (1) Trains and supervises staff in the financial accounting section to ensure accurate receipt of registration fees, deposit and transfer of funds to proper accounts, fund reconciliation and monthly disbursement for registration, fuel taxes, and related programs; oversees and monitors motor carrier surrendered plates, audits, overpayments, and full-year refunds; trains motor carrier services staff on financial programs.
- (2) Writes, revises, reviews, and analyzes financial accounting policies for intent, objectives and consistent interpretation; enforces divisional and departmental policies and guidelines; solicits staff's input to develop improvements and evaluate process efficiencies/inefficiencies.
- (3) Researches, plans, and assists management in executing special projects affecting financial and motor carrier program activities, policies, and procedures; researches, analyzes and consolidates information relative to program costs, collections and statistical data to provide management with accurate information relating to fiscal notes, presentations, budget reports, motor carrier registration, fuel taxes and related programs, internal audit reports, and/or miscellaneous requests.
- (4) Investigates circumstances and, as required, revokes and/or reinstates motor carriers involving such activities as annual and supplemental registration/regulatory applications, quarterly fuel tax returns, additional billings, posting fuel tax bonds, installment payments, etc.; responds to problems and complaints

regarding motor carrier financial requirements received by mail, phone, or in person; supervises resolution of non-payment/non-collectible accounts, taking action as appropriate under division and departmental guidelines.

- (5) Updates Missouri's quarterly fuel tax rates on the International Fuel Tax Agreement, Inc. website; downloads quarterly rates and prepares spreadsheets for updating the mainframe system, motor carrier services web site and tax returns mailed to the motor carriers.
- (6) Oversees accounts receivable functions for audits relating to motor carrier registrations and fuel taxes; recalculates audits due to incorrect interest assessments, records maintenance and recordkeeping disallowances, and combines billing notices for multiple year audits; supervises and tracks resolution process.
- (7) Reviews and monitors monthly fuel tax transmittals from jurisdictions and Missouri-based carriers to provide reasonable assurance that accounts payable and accounts receivable are accurate and timely; reconciles internal spreadsheets to accurately request monies from the Motor Fuel Refund Appropriation to cover liabilities to jurisdictions; prepares disbursement spreadsheets for staff responsible for processing checks.
- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Plan.
- (9) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**